

## Chapter 5. NOTAM CRITERIA

### Section 1. MOVEMENT AREA NOTAM'S

#### 5-1-1. ORIGINATORS OF MOVEMENT AREA NOTAM'S

a. Airport management is responsible for observing and reporting the condition of a movement area. The automated/flight service station (AFSS/FSS) air traffic managers shall coordinate with appropriate airport managers to obtain a list of airport employees who are authorized to issue NOTAM's.

b. At public airports without an airport manager, the AFSS/FSS air traffic manager shall coordinate with the appropriate operating authority to obtain a list of persons delegated to provide NOTAM information.

**NOTE-**

*Letters of agreement should be executed between airport management and ATC facilities outlining procedures to be used for originating NOTAM's.*

#### 5-1-2. HANDLING REPORTED MOVEMENT AREA CONDITIONS

a. Copy any information received verbally and record the name, title (if appropriate), address, and telephone number of the person submitting the information. Information obtained from other than an authorized airport or FAA employee must be confirmed before issuance. If you are informed of or observe a condition that affects the safe use of a movement area, relay the information to the airport management for action.

**NOTE-**

*This includes data received from airport inspectors.*

b. If unable to contact airport management, classify and issue a NOTAM publicizing the unsafe condition always stating the condition and including the word "UNSAFE"; e.g., RWY or AP UNSAFE DISABLE ACFT. Inform airport management of the action taken as soon thereafter as practical.

**NOTE-**

*Only airport management can close any portion of an airport.*

**REFERENCE-**  
14 CFR Part 139.

#### 5-1-3. NOTAM (D) MOVEMENT AREA INFORMATION

a. The flight service specialist is responsible for formatting the information correctly.

**NOTE-**

*The examples used in this order are representative of the format discussed in this paragraph.*

b. Movement Area NOTAM D's shall contain these elements as discussed below:

ADP CODE	ACC LOC	AFF LOC	RWY ID	COND	TIME
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ADP CODE is an exclamation point "!".

ACC LOC is the identifier of the accountability location.

AFF LOC is the identifier of the affected facility or location.

RWY ID is optional. This shall be the runway identification for runway and runway related NOTAM's.

COND is the condition being reported.

TIME identifies the effective time(s) of the NOTAM condition. Times shall be formatted in accordance with para 4-2-1, NOTAM Composition.

c. Disseminate the following reported conditions as a NOTAM D:

1. Commissioning or decommissioning of a movement area or portions thereof. State the type of surface and lighting when known. State if unlighted.

Surface:	
ASPH	asphalt/tar/macadam
CONC	concrete
GRVL	gravel/cinders
DIRT	dirt
SOD	sod

Lighting:	
LGTD	lighted
UNLGTD	unlighted

**EXAMPLE-**

**!ICT MEJ 16/34 CMSND 4800X75 CONC/LGTD**

**!ICT MEJ 17/35 CLSD PERM**

**!STL I63 MT STERLING IL 395915N904815W 18/36  
4000X75 ASPH/LGTD NONSTD MARKING  
CMSND**

**!CDB AK05 AP CLSD PERM**

**!RIU O88 HELI DCMSND**

**NOTE-**

*HELI pertains to heliport as listed in the Airport/Facility Directory, not helipads. Helipads are on airports and designated by the appropriate symbols and are not NOTAM material.*

## 2. Movement area closures and openings.

**EXAMPLE-**

**!ANB A09 AP CLSD**

**!AOO PA06 AP CLSD TSNT**

**!BET BET AP CLSD EXC SKI**

**!AOO 29D AP CLSD EXC PPR 0330-1430 MON-FRI**

**!BUF D67 AP CLSD EXC HI-WING ACFT**

**!CEW CEW AP CLSD WEF  
0005041400-0005041800**

**!CDB 40A AP OPEN**

**NOTE-**

*40A airport was published as being closed.*

**EXAMPLE-**

**!CLE 15G AP NOW PUBLIC**

**!CLE 15G AP NOW PRIVATE**

**NOTE-**

*First example shows 15G is now open to the public and a public-use airport.*

*The second example shows 15G is now closed to the public and is no longer a public-use airport. The FSS shall contact the USNOF to have 15G deleted from the NOTAM tables after the NOTAM has been cancelled.*

## 3. Conditions that restrict or preclude the use of any portion of a runway or a waterway.

**NOTE-**

*Weight bearing capacity of a runway can be changed only by authorization of the Manager, Airports Division (appropriate region). Declared distances can only be*

*authorized by the FAA Office of Airport Safety and Standards, Airport Design Division, AAS-100.*

**EXAMPLE-**

**!AOO 29D 10 FIRST 1000 CLSD**

**NOTE-**

*Runway 28 is not affected. The first 1,000 feet of runway 10 is closed for both landing and takeoff.*

**EXAMPLE-**

**!AGC AGC 10/28 W 900 CLSD**

**NOTE-**

*Both Runways 10 and 28 are affected. This example is also used to show a threshold that has been relocated.*

**EXAMPLE-**

**!BDL BDL 6/24 CLSD EXC 1 HR PPR 203-627-3001  
WEF 0005131300-0005132000**

**NOTE-**

*Runways 6 and 24 are closed except by 1 hour prior permission from that telephone number during the times stated.*

**EXAMPLE-**

**!BNA BNA 36 CLSD**

**NOTE-**

*Runway 18 is not affected.*

**EXAMPLE-**

**!ALS ALS 20 THR DSPLCD 600 NONSTD  
MARKING**

**NOTE-**

*The first 600 feet of runway 20 is closed to landing aircraft. Aircraft departing on runway 20 or landing or departing runway 2 may use the full length. The threshold displacement is marked by nonstandard markings.*

**EXAMPLE-**

**!BNA M54 18/36 CLSD JET**

**NOTE-**

*Runways 18 and 36 are closed to jet aircraft. When closing a runway to a type of operation use the appropriate contractions. e.g., JET, ACR, SKED ACR, B747, etc.*

**EXAMPLE-**

**!BIG BIG 9/27 CLSD OVR 13500**

**NOTE-**

*Runways 9 and 27 are closed to all aircraft weighing more than 13,500 pounds. Do not use class of aircraft when closing runways always use aircraft weight.*

**EXAMPLE-**

**!DAY I17 8/26 CLSD TGL**

**NOTE-**

*Runways 8 and 26 closed to touch and go landing. When closing a runway to a given operation use the appropriate contractions; e.g., TGL, TSNT, STUDENT, LDG, TKOF, etc.*

**EXAMPLE-**

**!CMH CMH 10R/28L CLSD EXC 10 MIN PPR  
120000/OVR 1330-2200 DLY TIL 0005172200**

**!GNV 31J 10/28 E 3800 CLSD EXC 12500/OVR  
1200-2100 DLY**

**!ICT 3K7 17/35 CLSD 4000/OVR**

**!MCN CCO 14/32 CLSD/PARL TWY 3000X75 AVBL  
DAY VMC/NO TSNT/NO PLA/NO STUDENT**

**!MLT MLT 16/34 UNMKD**

**!ROW ROW 3/21 CLSD EXC NE 9500 3 AVBL  
TKOF TIL 0006211450**

4. Runway friction measuring as reported by airport management.

(a) Readings issued in thirds of a runway for the landing runway(s) only. Do not combine runways into a single NOTAM. NOTAM's shall not be issued if all readings are above the value 40. If a NOTAM was issued and the airport manager advises that the readings are above 40, the previous NOTAM shall be cancelled.

**EXAMPLE-**

**!DCA DCA 18 MU 52/30/42**

**!DCA DCA 36 MU 42/35/48**

**!DCA DCA 18 MU 20/20/20**

**!DCA DCA 36 MU 20/20/20**

**NOTE-**

1. These examples show that some segment values may be above the value of 40 and still be contained in a NOTAM D.

2. Friction measuring reports are to all be expressed as "MU" followed by the reported values, regardless of the type of equipment taking the measurement.

(b) Equipment status.

**EXAMPLE-**

**!MSP MSP MU OTS**

**REFERENCE-**

AC 150/5200-30A, Airport Winter Safety and Operations.

5. When reported by airport management, braking action is reported as fair, poor, or nil.

**EXAMPLE-**

**!BTT BTT 1/19 BA POOR**

**!ANC Z15 1/19 BA NIL**

**!AKN AKN 18/36 BA POOR**

**!ANC ANC 1/19 BA FAIR**

**NOTE-**

1. Do not include the type of vehicle in the NOTAM.

2. A braking action report from a landing aircraft should be processed as a PIREP.

3. Classify according to the most critical term used. The quality of the braking action is described by the terms "fair," "poor," and "nil," as received from airport management. Combining airport management and PIREP information is appropriate only with airport management authorization.

6. Change of runway identification.

**EXAMPLE-**

**!PRC SJN 13/31 NOW 14/32**

**!PRC SJN 2/20 NOW 3/21**

7. Rubber accumulation on the runways.

**EXAMPLE-**

**!MAF MAF 16R/34L RUBBER ACCUM NW 2500**

**5-1-4. REPORTING OF SNOW, ICE, SLUSH, AND WATER CONDITIONS**

a. The term BARE is not to be used in NOTAM's.

**REFERENCE-**

ICAO Annex 15 and AC 150/5200-28, Notices to Airmen (NOTAM's) for Airport Operators.

b. Measurement. The depth is always expressed in terms of thin (less than 1/2 inch), 1/2 inch, and 1 inch. When 1 inch is reached, additional reports should be in multiples of 1 inch and the use of fractions discontinued. If a variable amount is reported, such as 3 to 5 inches, show the greater depth. When a snow depth of 35 inches is reached, additional reports should be in multiples of feet only. If a report is halfway between two reportable values, roundoff to the next higher reportable value.

c. Coverage. Do not express the condition in terms of percentage of coverage. A surface not completely covered should be described as having patches of snow, ice, etc.; e.g., PTCHY 1/2 IN SNW (surface). The absence of a described surface indicates the entire landing area.

**d. Conditions.****1. Snow.****EXAMPLE-**

*!FAI INR 16/34 18 IN LSR WEF 0008132300*

**NOTE-**

*Mckinley Park's runways 16 and 34 have 18 inches of loose snow covering the runways.*

**EXAMPLE-**

*!ENA SHO 16/34 THN PSR WEF 0008131520*

**NOTE-**

*Hope's runways 16 and 34 have a thin layer (less than a 1/2 inch) of packed or compacted snow.*

**EXAMPLE-**

*!ENA CLP 8/26 PTCHY THN WSR WEF 0008132300*

**NOTE-**

*Clarks Point's runways 8 and 26 have less than full coverage of a thin layer of wet snow (not slush).*

**EXAMPLE-**

*!ENA AK63 1/19 1/2 IN SN WEF 0008132359*

**NOTE-**

*Twin Hill's runways 1 and 19 have 1/2 inch of undefined snow.*

**EXAMPLE-**

*!ANI ANI 10/28 THN LSR OVR 1 IN PSR WEF 0008132000*

*!ANI ANI 10/28 THN LSR OVR THN PSR WEF 0008132000*

*!PAQ PAQ 9/27 6 IN RUF FRZN SN WEF 0008131900*

**2. Ice.****EXAMPLE-**

*!AKN AKN 11/29 THN IR WEF 0008131750*

**NOTE-**

*King Salmon's runways 11 and 29 have a thin layer of smooth ice or ice pellets.*

**EXAMPLE-**

*!AKN AKN 18/36 1 IN RUF IR WEF 0008132145*

**NOTE-**

*King Salmon's runways 18 and 36 are covered with 1 inch of rough ice (or frozen slush).*

**EXAMPLE-**

*!ENA BGQ 6/24 5 IN WSR OVR RUF IR WEF 0008132230*

**NOTE-**

*Big Lake's runways 6 and 24 are covered with 5 inches of wet snow, over rough ice, depth unknown.*

**3. Snow and ice.****EXAMPLE-**

*!ENA BGQ 6/24 5 IN SIR WEF 0008131910*

**NOTE-**

*Big Lake's runways 6 and 24 are covered with 5 inches of packed or compacted snow and ice. Do not use PSR/IR.*

**4. Slush.****EXAMPLE-**

*!BTT BTT 1/19 1 IN SLR WEF 0008132100*

**NOTE-**

*Bettles' runways 1 and 19 are covered with 1 inch of slush (not wet snow).*

**EXAMPLE-**

*!IAD IAD 1L/19R 1/2 IN FRZN SLR (may be described as RUF IR)*

**5. Water.****EXAMPLE-**

*!CLE CLE 1/2 IN WTR*

*!CLE CLE PTCHY 1/2 IN WTR*

**NOTE-**

*Do not refer to puddles.*

**6. Drifting or drifted snow.****NOTE-**

*DRFT is used to describe one or more drifts. When the drifts are variable in depth, report the greater depth.*

**EXAMPLE-**

*!SFF SFF 4 IN LSR 9 IN DRFT*

**NOTE-**

*Conditions prevail throughout the airport surface.*

**EXAMPLE-**

*!AVP AVP 4/22 5 IN DRFT*

*!IPT IPT 9/27 5 IN LSR 10 IN DRFT*

**7. Plowed/swept.****NOTE-**

*PLW/swept are used when indicating that a portion of a surface has been plowed or swept and is either bare or has depth, coverage, and conditions different than the surrounding area. When known, the surrounding area items will be specified as RMNDR and listed after the plowed information. Plowed/swept is omitted when the entire runway has been plowed.*

**EXAMPLE-**

**/OQU OQU 16/34 PLW 100 WIDE RMNDR 1/2 IN SIR**  
**WEF 0008132112**

**NOTE-**

Quonset State's runway is wider than 100 feet and the area inside the center 100 feet is bare. The 1/2 inch of packed or compacted snow and ice (SIR) is outside the plowed area.

**EXAMPLE-**

**/FAI FAI 1/19 PTCHY THN PSR SWEEP 75 WIDE WEF**  
**0008131530**

**NOTE-**

Fairbanks' runways 1 and 19 have patchy, thin-packed snow on them even though they have been swept.

**8. Sanded, deiced.****EXAMPLE-**

**/MGW MGW 18/36 1/2 IN IR SA**

**NOTE-**

This means that the entire runway has been sanded. If less than the published dimensions have been treated, indicate the length and/or width.

**EXAMPLE-**

**/YAK YAK 11/29 THN SIR SA 80 WIDE RMNDR BA**  
**POOR**

**NOTE-**

Less than full width is sanded, and the conditions outside of the sanded area are as listed.

**EXAMPLE-**

**/IAD IAD 12/30 DEICED LIQUID**

**/IAD IAD 12/30 DEICED SOLID 150 WIDE**

**NOTE-**

Report the deicing material used as either "LIQUID" or "SOLID," as this may have operational significance to the pilot.

**9. Snowbanks.****EXAMPLE-**

**/BTB BTB 15/33 3 IN SN 24 IN SBNK**

**/BTB BTB 15/33 2 IN LSR PLW 100 WIDE 24 IN**  
**SBNK**

**/BTB BTB 15/33 2 IN LSR PLW 100 WIDE 10 IN**  
**BERM**

**NOTE-**

Snowbanks shall be assumed to be at the edge of a movement surface, or when plow/swept are used, at the edge of the plowed/swept area.

**10. Mud.****EXAMPLE-**

**/ENA ENA 1/19 PTCHY 2 IN MUD WEF 0008132140**

**/ENA ENA 1/19 THN MUD WEF 0008132210**

**11. Frost.****EXAMPLE-**

**/JNU JUN THN FROST WEF 0008132315**

**12. Frost Heave.****EXAMPLE-**

**/BET BET 11/29 FROST HEAVE NW 500 WEF**  
**0011050030**

**13. Cracks.****EXAMPLE-**

**/ORT TSG 12/30 NMRS 5 IN CRACKS WEF 0011050105**

**14. Ruts.****EXAMPLE-**

**/ITAL TAL 6/24 4 IN RUTS W 1000 WEF 0011051400**

**15. Soft Edge.****EXAMPLE-**

**/ITAL TAL 6/24 SOFT EDGES WEF 0011051622**

e. Each NOTAM on snow, ice, slush, and water shall contain coverage, measurement (if known), and conditions, issued in that order.

**5-1-5. CERTIFICATED AIRPORT AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)**

a. Issue a NOTAM D on airports (not runways) certificated under 14 CFR Part 139, when notified by airport management that required ARFF equipment is inoperative/unavailable, and replacement equipment is not available. Except as indicated in subpara c, airport management has 48 hours to replace or substitute equipment before the index changes. Air carriers and others must be notified that ARFF equipment is out of service. Each NOTAM shall have an ending time as obtained from airport management. If unable to obtain an ending time, add 48 hours to the time of receipt and advise airport management.

**NOTE-**

1. The ARFF Index for each certificated airport is published in the AFD. Legend item 16 in the AFD lists indices and ARFF equipment requirements. ARFF Index Limited is not a NOTAM. At certificated airports listed in the AFD, the certificate holder (airport management) is required to notify air carriers by NOTAM when required ARFF equipment is inoperative/unavailable and replacement equipment is not available immediately. If the

*required Index level of capability is not restored within 48 hours, airport management is required to limit air carrier operations.*

*2. Permanent changes to the ARFF Index occurring during publication cycles are issued as FDC NOTAM's.*

**REFERENCE-**

*Title 14 CFR Part 139.*

**EXAMPLE-**

*!FTW FTW ARFF VEHICLE OTS INDEX  
UNCHANGED TIL 0005242100*

*!FTW FTW ARFF VEHICLE OTS INDEX  
UNCHANGED TIL 0005072200*

**b.** If the ARFF vehicle is still out of service after 48 hours, the airport manager shall notify the AFSS/FSS of a temporary index change and approximate duration time.

**EXAMPLE-**

*!FTW FTW ARFF NOW INDEX A TIL 0005072300*

**NOTE-**

*Even though the ARFF index is now A, four or less Index B aircraft may still operate into Fort Worth.*

**c.** If the ARFF Index is listed in the AFD as A and the ARFF vehicle is out of service, issue the following NOTAM:

**EXAMPLE-**

*!STS STS ARFF UNAVBL/AP CLSD TO ACR  
MORE THAN 30 PAX*

## 5-1-6. CONTINUOUS SNOW REMOVAL OPERATIONS ON MULTIPLE RUNWAYS

A single NOTAM may be issued for continuous snow removal operations on alternating runways when all of the following conditions are met:

**a.** The air traffic control tower is in operation during the valid period of the NOTAM.

**b.** Anticipated alternating closure time for each runway is two hours or less.

**c.** Maximum valid time is limited to the period of continuous alternating snow removal.

**d.** Operations are based on a Letter of Agreement between airport management and the FSS and ATCT.

**EXAMPLE-**

*!DEN DEN ALL RWYS ALTNLY CLSD SNOW REMOVAL*

*!SLC SLC INST RWYS ALTNLY CLSD SNOW REMOVAL*

*!DEN DEN ALL RWYS ALTNLY CLSD ICE REMOVAL*

*!SLC SLC INST RWYS ALTNLY CLSD ICE REMOVAL*

## 5-1-7. NOTAM (L) MOVEMENT AREA INFORMATION

Disseminate the following reported conditions as NOTAM (L):

**a.** Conditions pertaining to single or multiple taxiways. Use runway format, identifying taxiway by number or letter assigned. If not identified, describe as adjacent to a runway or direction from the runway.

**EXAMPLE-**

*B TWY CLSD*

*A1/B2 TWY CLSD*

**b.** Personnel and equipment on or adjacent to runway.

**EXAMPLE-**

*1/19 PAEW*

*2/20 PAEW ADJ*

**NOTE-**

*This criteria is used for runway checks and other events of short durations. Otherwise the runway should be closed.*

## Section 2. LIGHTING AID NOTAM'S

### 5-2-1. GENERAL

a. Originate NOTAM's concerning conditions of lighting aids you are responsible for controlling or monitoring.

b. Report outages or irregular operations of all lighting aids within your flight plan area. Conditions requiring a NOTAM should be coordinated with the appropriate Air Traffic facilities.

c. Commercial operators are required to report the improper functioning of any obstruction light or lights by telephone to the nearest flight service station or office of the FAA. Reporting the operating status of other types of obstruction lights is the responsibility of the operator.

**REFERENCE-**  
47 CFR Section 17.48.

d. The following information is required when reports are received concerning an obstruction light outage:

1. Height of the obstruction in MSL (if known) and AGL.

**EXAMPLE-**

*!SBY SBY TOWER UKN (235 AGL) 3 NW UNLGTD TIL 0012302300*

*!MIV N52 TOWER 580 (195 AGL) 1.44 SW UNLGTD TIL 0012302300*

**NOTE-**

*When MSL is unknown, so indicate in the text of the NOTAM, as noted in the example above.*

2. Location in nautical miles and 16 points of the compass from the nearest airport.

3. Name, title (if appropriate), and telephone number of the person making the report.

4. When possible, name, title (if appropriate), and telephone number of person responsible for the obstruction lights if other than subpara d3, above.

5. Return-to-service time. See subpara 5-2-2d11(d).

### 5-2-2. NOTAM (D) LIGHTING AIDS

a. The flight service specialist is responsible for formatting the information correctly.

**NOTE-**

*The examples used in this order are representative of the format discussed in this paragraph.*

b. Lighting Aid NOTAM D's shall contain these elements as discussed below:

ADP CODE	ACC LOC	AFF LOC	RWY ID	COND	TIME
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ADP CODE is an exclamation point "!".

ACC LOC is the identifier of the accountability location.

AFF LOC is the identifier of the affected facility or location. In case of an obstruction light outage, it is the identifier of the nearest public-use airport.

RWY ID is optional. This shall be the runway identification for runway and runway related NOTAM's.

COND is the condition being reported. For lighting aid NOTAM's, this should begin with the type of lighting system affected.

TIME identifies the effective time(s) of the NOTAM condition. Times shall be formatted in accordance with para 4-2-1, NOTAM Composition.

c. Disseminate NOTAM's on lighting aids for public-use civil landing areas listed in the AFD.

d. Disseminate information about commissioning, decommissioning, or outages of these lighting systems as follows:

1. Approach light systems (ALS).

(a) When commissioning approach light systems, indicate the exact type of system; e.g., MALSR, etc.

**EXAMPLE-**

*!ANB EUF 36 MALSR CMSN WEF 0005112300*

(b) Once commissioned and published, approach light systems need only be shown as ALS.

**EXAMPLE-**

*!ANB EUF 36 ALS DCMSN*

*!ANB EUF 18 ALS OTS*

2. Sequence flashing lights (SFL/RAIL).

**EXAMPLE-**

*!ANB EUF 18 SFL OTS*

*!ANB EUF 18 RAIL OTS*

### 3. Runway edge lights (RWY LGTS).

(a) When commissioning runway edge light systems, indicate the exact type of system; e.g., LIRL, MIRL, HIRL, etc.

#### EXAMPLE-

*/DRI 0R9 13/31 MIRL CMSN*

(b) Once commissioned and published, runway edge lights shall only be shown as RWY LGTS.

#### EXAMPLE-

*/BNA BNA 13/31 RWY LGTS OTS*

(c) Runway lights obscured due to snow and ice.

#### EXAMPLE-

*/BTW BTW RWY LGTS OBSC WEF  
0001131300-0001141300*

#### NOTE-

1. All runway lights are completely obscured. The reason for the obscuration should not be reported.

2. Lights that are partially obscured should not be reported.

### 4. Runway centerline light system (RCLL).

#### EXAMPLE-

*/ATL ATL 8R/26L RCLL OTS*

### 5. Touchdown zone lights (TDZ LGT).

#### EXAMPLE-

*/ATL ATL 8R TDZ LGT OTS*

### 6. Lead-in light system (RLLS).

#### EXAMPLE-

*/DCA DCA 18 RLLS OTS*

### 7. Airport lighting total power failure.

#### EXAMPLE-

*/SPA SPA AP LGT OTS*

8. Pilot-controlled lighting (PCL) frequency when it controls approach lights or runway lights.

#### EXAMPLE-

*/SBY SBY PCL OTS*

*/ANB EUF 18/36 RWY LGTS PCL OTS*

*/BFD 8G5 RWY LGTS PCL CMSND KEY 122.7  
7 TIMES HIGH/5 TIMES MED/3 TIMES LOW  
INTST 0200-1100 DLY*

*/SBY SBY PCL NOW 122.8*

#### NOTE-

*PCL frequency need not be an ATC frequency.*

### 9. Stop bar lighting system.

#### EXAMPLE-

*/SEA SEA 16R STOP BAR LGT OTS*

### 10. Airport rotating beacons (ABN).

#### EXAMPLE-

*/SPA ABN OTS*

11. Obstruction light outages that meet one or more of the following criteria shall include a return-to-service time:

(a) Located within a 5-statute mile (4.3 nautical miles) radius of an airport, regardless of height.

#### EXAMPLE-

*/MIV N52 TOWER 580 (195 AGL) 1.44 SW LGTS OTS  
TIL 0012261700*

(b) Located outside a 5-statute mile (4.3 nautical miles) radius and exceeds 200 feet above ground level (AGL).

#### EXAMPLE-

*/GSP GSP TOWER 1528 (564 AGL) 12 E LGTS OTS TIL  
0012252200*

(c) Location is within 500 feet either side of the centerline of a charted helicopter route. Use a fix-radial-distance as the reference point with the affected location being the nearest public-use airport.

#### EXAMPLE-

*/PWK PWK TOWER 1049 (330 AGL) OBK014007  
LGTS OTS TIL 0012251915*

#### REFERENCE-

*14 CFR Section 77.23.*

#### NOTE-

*Types of obstructions are towers, cranes, stacks, hills, etc. Height is identified as MSL (when known) and AGL. LGTS OTS refers to a top light or flashing obstruction light regardless of its position. Cranes marked by a flag and lowered during the night hours do not require the issuance of a NOTAM.*

(d) When a notice of light outage is received without a return-to-service time, inform the sponsor that you will be adding 15 days to the current time for the return-to-service time, at which time the NOTAM will be auto canceled. Advise the sponsor that any return-to-service time earlier than the 15 days shall be called in immediately.



**5-2-3. NOTAM (L) LIGHTING AIDS**

a. Any obstruction 200 feet AGL or less and more than 5-statute miles from a public-use airport does not constitute a hazard.

b. All taxiway and taxiway centerline lights.

**EXAMPLE-**  
*SHD TWY LGTS OTS*

*ROA TWY CNTRLN LGTS OTS*

c. All turnoff lights (TURNOFF LGTS).

**EXAMPLE-**  
*IAD TURNOFF LGTS OTS*

d. Total or partial outage of Visual Approach Slope Indicator (VASI).

**EXAMPLE-**  
*SBY VASI OTS*

*RIC 22 VASI LEFT SIDE OTS*

**NOTE-**

*Partial operation may occur with VASI-12 and VASI-16 systems where the light units are located on both sides of the runway.*

e. Precision Approach Path Indicator (PAPI).

**EXAMPLE-**  
*IAD 1L PAPI OTS*

f. Runway End Identifier Lights (RENL)

**EXAMPLE-**  
*DCA 18 RENL OTS*

g. Threshold lights (THR LGTS).

**EXAMPLE-**  
*SAV 27 THR LGTS OTS*

## Section 3. NAVAID NOTAM'S

### 5-3-1. GENERAL

Originate NOTAM's concerning NAVAID's for which your facility has monitor responsibility.

### 5-3-2. REPORTING NAVAID MALFUNCTIONS

The person in charge of the watch shall report any known or reported malfunctions of a NAVAID to Airway Facilities or appropriate personnel and coordinate issuance of a NOTAM.

### 5-3-3. UNPROGRAMMED EXTENDED SHUTDOWNS

Unprogrammed extended facility shutdowns or other unanticipated outages that are expected to last more than 30 days shall be promptly reported to NFDC by administrative message or FAX. When possible, the expected duration of the shutdown is to be included in the message.

#### NOTE-

*Except for emergency shutdowns, Airway Facilities personnel are expected to give at least 1-hour notice to the FSS.*

### 5-3-4. NAVAID MAINTENANCE SHUTDOWNS

Information concerning maintenance shutdown of NAVAID's that are a part of the NAS shall be handled as follows:

a. Routine maintenance shutdown. When possible, approval should be obtained sufficiently in advance of the proposed shutdown time to allow dissemination of a NOTAM at least 5 hours before a shutdown will occur. A routine maintenance shutdown request shall not be denied because of an inability to issue a NOTAM 5 hours in advance of the shutdown.

b. Emergency shutdown. When possible, at least 1-hour advance notice should be obtained so that appropriate dissemination may be made prior to shutdown.

c. Extended maintenance shutdown. Notify the NFDC sufficiently in advance to permit publication of the information prior to the shutdown date. When this is not possible, disseminate a NOTAM not more than 3 days before the shutdown.

### 5-3-5. UNMONITORED NAVAID'S

a. All VOR, VORTAC, and ILS equipment in the NAS have automatic monitoring and shutdown features in the event of malfunction. Unmonitored, as used in this order, means that the personnel responsible for monitoring the facility have lost aural and visual monitoring capabilities and cannot observe the status of the facility. It does not refer to the automatic monitoring feature.

b. When a navigational aid's operational status cannot be monitored at the controlling or monitoring facility, but all indications or reports are the facility is operating normally, issue a NOTAM placing the aid in an unmonitored status.

c. When issuing a NOTAM describing a facility as unmonitored, do not use the category of monitor, only the contraction UNMNT.

#### EXAMPLE-

*/DCA LDN VOR UNMNT*

d. If the NAVAID is reported as being out of service, the unmonitored NOTAM shall be canceled.

### 5-3-6. CATEGORY 2 AND 3 INSTRUMENT LANDING SYSTEM STATUS

a. Category 2 and/or 3 approaches are automatically cancelled or not authorized when a NOTAM has been issued for any component needed for the approaches. Those components are outer marker (OM), middle marker (MM), inner marker (IM), glide slope (GP), localizer (LLZ), locator at the outer marker (LO), distance measuring equipment (DME), approach lighting system (ALS), sequence flashing lights/runway alignment indicator lights (SFL/RAIL), touchdown zone lights (TDZL), runway centerline lights (RCLL), runway edge lights (RWY LGTS), RVR touchdown (RVRT), RVR midpoint (RVRM), and RVR rollout (RVRR).

b. Suspension of category(ies) of operation due to abnormal status of ILS and ancillary electronic components:

1. One of the LLZ transmitters inoperative.
2. LLZ Far Field Monitor inoperative.
3. Failure of one monitor in a dual channel LLZ or GP monitor system.
4. LLZ/GP operating on battery standby power source when main power source has failed.

5. ALS standby power source inoperative.
6. SFL/RAIL standby power source inoperative.
7. TDZL/RCLL standby power source inoperative.
8. RWY LGTS standby power source inoperative.
9. More than 10 percent of touchdown zone lights, runway centerline lights, runway edge lights, and taxiway lights are not functioning.

**EXAMPLE-**

/ATL ATL 8L ILS CAT 2 NA

/ATL ATL 8L ILS CAT 3 NA

/ATL ATL 8L ILS CAT 2/3 NA WEF  
0005251600-0005251900

**NOTE-**

Do not include the reason for the suspension of operation.

**REFERENCE-**

FAAO 6750.24, Appendix 1.

**NOTE-**

FDC NOTAM's are not required for the ILS component outages/abnormalities or suspension of operations (CAT 1, 2, or 3) addressed in this paragraph, but may be issued based on other operational requirements. If an FDC NOTAM has been issued, no other NOTAM is required.

**5-3-7. NOTAM (D) NAVAID**

- a. The flight service specialist is responsible for formatting the information correctly.

**NOTE-**

The examples used in this order are representative of the format discussed in this paragraph.

- b. NAVAID NOTAM D's shall contain these elements as discussed below:

ADP CODE	ACC LOC	AFF LOC	RWY ID	COND	TIME
ADP CODE is an exclamation point "!".					
ACC LOC is the identifier of the accountability location.					
AFF LOC is the identifier of the affected facility or location.					
RWY ID shall be the runway identification for runway and runway related NOTAM's.					

COND is the condition being reported. For NAVAID NOTAM's, this should begin with the type of NAVAID affected, or the assigned 5-letter name.

TIME identifies the effective time(s) of the NOTAM condition. Times shall be formatted in accordance with para 4-2-1, NOTAM Composition.

- c. Disseminate commissioning, decommissioning, outages, or UNMNT status of NAVAID's (more than 1 hour or 30 minutes for Radar) as NOTAM's that are part of the NAS. Advertising a facility as operating normally is required only when it is published as being otherwise. The NOTAM remains current until the publication and/or chart is updated.

- d. Restrictions to NAVAID's are normally published by segment; e.g., 020-055 degree radials. Do not carry more than one NOTAM describing the restrictions of a NAVAID. To correct a given segment, issue a completely new NOTAM for that segment. Add, "PLUS SEE (publication)" when other restrictions to the NAVAID are published. The absence of this statement from the NOTAM indicates that all other restrictions have been canceled.

**EXAMPLE-**

/SAV SAV VOR UNUSBL 010-030 BYD 35 BLW  
10000

/PNC PER VOR UNUSBL 045-060 BYD 20 BLW  
2000

/FMN FMN VOR UNUSBL 090-180/270-360 BYD  
25 BLW 5000

- e. Instrument Landing Systems (ILS). Distinguish components of an ILS from nonprecision approach NAVAID's by preceding the component with the runway number followed by "ILS" (including single ILS airports).

**EXAMPLE-**

/SHV SHV 32 ILS 110.3 CMSN

/SHV SHV 5 ILS DCMSN

/DCA DCA 18 ILS LLZ OTS

/IAD IAD 30 ILS LLZ RTS

/CDR CDR 2 ILS GP/OM/MM OTS

/CDR CDR 2 ILS FAN MKR OTS

/ANB EUF 18 ILS GP UNUSBL BLW 768

*/ANB EUF 36 ILS GP UNUSBL CPD APCH BLW  
1240*

**NOTE-**

*At airports that have LLZ approaches only, precede the outage with "ILS." Fan Markers are NOTAM material as long as they are associated with an ILS approach.*

**REFERENCE-**

*FAAO 8260.3, Chapter 9.*

**NOTE-**

*The distinction between ILS and MLS must be shown since both systems may be commissioned and operating to serve the same runway. When all components of the ILS/MLS are OTS, it is not necessary to identify each component.*

**f. Microwave Landing Systems (MLS).**

**EXAMPLE-**

*/ICT ICT 19L MLS CHAN 556 CMSN*

*/ICT ICT 19L MLS DCMSN*

*/ICT ICT 19L MLS ELEV OTS*

*/ICT ICT 19L MLS AZM OTS*

*/BNA BNA 31 MLS AZM UNUSBL BYD 23 BLW  
2400*

*/BNA BNA 13 MLS ELEV CMSN UNUSBL CPD  
APCH BLO 2400*

**g. Simplified directional facility (SDF).**

**EXAMPLE-**

*/BKW I07 4 SDF OTS*

**h. Localizer type directional aid (LDA).**

**EXAMPLE-**

*/DCA DCA 18 LDA OTS*

**i. VOR/DME.**

**EXAMPLE-**

*/OJC OJC VOR/DME 113.0/CHAN 77 CMSN*

*/OJC OJC VOR/DME DCMSN*

*/OJC OJC VOR OTS*

*/OJC OJC DME OTS*

**j. VORTAC.**

**1. VORTAC (all components, VOR/DME/TACAN).**

**EXAMPLE-**

*/GSO GSO VORTAC 116.2/CHAN 109 CMSN*

*/GSO GSO VORTAC DCMSN*

*/GSO GSO VORTAC OTS*

**2. VOR out of service (DME/TACAN operational).**

**EXAMPLE-**

*/GSO GSO VOR OTS*

**3. DME out of service (VOR operational/TACAN out).**

**EXAMPLE-**

*/GSO GSO TACAN OTS*

**NOTE-**

*When the DME portion of a VORTAC fails or is removed from service for maintenance, the TACAN automatically becomes inoperative.*

**4. TACAN azimuth out of service (VOR/DME operational).**

**EXAMPLE-**

*/GSO GSO TACAN AZM OTS*

**k. TVOR.**

**1. TVOR's serving one airport, and not associated with airway structure, shall have NOTAM's issued using the associated airport identifier as the affected facility.**

**EXAMPLE-**

*/ILN ILN MXQ VOR OTS*

**2. TVOR's serving more than one airport, or associated with airway structure, shall have NOTAM's issued using the TVOR identifier as the affected facility.**

**EXAMPLE-**

*/DAY XUB VOR OTS*

**1. NDB or NDB/LO as follows:**

**1. Terminal NDB's.** Those NDB's located on or serving only that airport shall have NOTAM's issued using the associated airport as the affected facility.

**EXAMPLE-**

*/DCA DCA GTN NDB OTS*

**2. If an NDB serves more than one airport, issue a NOTAM using the identifier of the NDB as the affected facility.**

**EXAMPLE-**

*/MIV PNJ NDB OTS*

**NOTE-**

**1. PNJ serves TEB and CDW.**

**2. Except in Alaska, collocated NDB/LO's are assigned five-letter names. All other NDB's are assigned three-letter identifiers.**

### 3. NDB/LO outages.

(a) NDB/LO serving one airport shall be issued with the three-letter identifier of the airport as the affected location.

**EXAMPLE-**

*/SBY SBY 32 COLBE NDB/ILS LO OTS WEF  
0005241430-0005241700*

*/SUS SUS 8R SNOOP NDB/ILS LO OTS*

(b) NDB/LO serving more than one airport shall be issued under the three-letter identifier of each airport that it serves. This procedure may require coordination with other facilities.

**EXAMPLE-**

*/MCI MCI 9 HUGGY NDB/ILS LO OTS WEF  
0005241300-0005241700*

*/FLV FLV HUGGY NDB OTS WEF  
0005241300-0005241700*

**NOTE-**

*In the above examples, Huggy NDB serves as a LO to runway 9 at Kansas City Intl (MCI) and issued by Columbia (COU), Missouri AFSS. It also serves Fort Leavenworth/ Sherman AAF (FLV), Kansas, as an NDB and issued by Wichita (ICT), Kansas.*

### m. NAVAID identification change.

**EXAMPLE-**

*/IND IND VORTAC ID NOW VHP*

**NOTE-**

*When the NOTAM is cancelled, the FSS shall notify the USNOF to have the old identifier deleted from the NOTAM tables.*

n. Radar is out and expected by Airway Facilities personnel to remain out for more than 30 minutes. Radar services for terminal are described using GCA, SSR, PAR, and TAR. The contraction "RADAR SVC" shall not be used. When describing the radar service, do not use the model number. Identifiers used for the issuance of NOTAM's for terminal facilities shall be the location identifier affected.

**EXAMPLE-**

*/IAD IAD TAR/SSR OTS*

*/DCA DAA GCA UNAVBL*

*/DCA ADW PAR OTS*

*/CRW CRW TAR OTS*

*/CRW CRW SSR OTS*

### o. Long-range navigation systems.

1. Loran navigational aid outages will be reported directly to the USNOF by the U.S. Coast Guard monitoring facilities. The USNOF will issue NOTAM's under the affected location "LRN" by station letter.

2. All GPS navigational aid outages will be reported directly to the USNOF by AFSPACECOM monitoring facility. The USNOF will issue NOTAM's under the accountability "GPS" with an affected location of "GPS."

**EXAMPLE-**

*/GPS GPS PRN016 OTS*

**NOTE-**

*Global position system psuedo random noise number 16 is out of service until further notice.*

**EXAMPLE-**

*/GPS GPS PRN016 OTS WEF  
0005231600-0005242300*

**NOTE-**

*1. Global position system pseudo random noise number 16 is out of service from May twenty-third two thousand at sixteen hundred until May twenty-fourth two thousand at twenty-three hundred.*

*2. GPS outages will be issued internationally under the affected location of "KNMH."*

3. Use standard request/reply procedures to obtain all current LORAN-C and GPS NOTAM's.

**EXAMPLE-**

*GG KDZZNAXX  
121413 KDCAYFYX  
)SVC RQ DOM LOC=LRN,GPS*

or

*GG KDZZNAXX  
121413 KDCAYFYX  
)SVC RQ INT LOC=KNMH*

M1FC:

ORIGIN: PRECEDENCE:GG TIME:

ACK:N

ADDR:KDZZNAXX

TEXT: )SVC RQ DOM LOC=LRN,GPS

or

ORIGIN: PRECEDENCE:GG TIME:

ACK:N

ADDR:KDZZNAXX

TEXT: )SVC RQ INT LOC=KNMH

**NOTE-**

*Loran and GPS operations are included in the Aeronautical Information Manual.*

4. All GPS test/anomaly NOTAM's will be reported to the USNOF by the Spectrum Assignment and Engineering Division, ASR-100. The USNOF will issue NOTAM's under the accountability "GPS" with an affected location of the associated center.

**EXAMPLE-**

*GPS 10/017 ZAB GPS SIGNAL UNREL CONE SHAPED  
WI 257 NMR FHU FL400/ABV TO 135 NMR NEAR  
10000 TO 96 NMR AT 5000 TO 76 NMR AT 3000 TO 48  
NMR AT 1000 0600-1200 DLY WEF  
0010160600-0010191200*

**NOTE-**

*Spectrum Assignment will notify the closest flight service station with the new NOTAM information.*

**5-3-8. HOURS OF OPERATION**

Changes in the hours of operation of a NAVAID due to other than seasonal daylight time changes.

**EXAMPLE-**

*!SBY SBY 32 ILS UNMNT 0200-0900 DLY*

## Section 4. COMMUNICATIONS OUTLETS NOTAM'S

### 5-4-1. GENERAL

Originate NOTAM's concerning communications outlets for which your facility has monitor responsibility.

### 5-4-2. REPORTING COMMUNICATIONS OUTLET MALFUNCTIONS

The specialist in charge of the watch shall report any known or reported malfunctions of a communication outlet to Airway Facilities or appropriate personnel and coordinate issuance of a NOTAM.

### 5-4-3. NOTAM (D) COMMUNICATIONS OUTLETS

a. The flight service specialist is responsible for formatting the information correctly.

#### NOTE-

*The examples used in this order are representative of the format discussed in this paragraph.*

b. Communications Outlets NOTAM D's shall contain these elements as discussed below:

ADP CODE ACC LOC AFF LOC COND TIME
ADP CODE is an exclamation point "!".
ACC LOC is the identifier of the accountability location.
AFF LOC is the identifier of the affected facility or location.
COND is the condition being reported. For Communications outlet NOTAM's, this should begin with the type of outlet affected.
TIME identifies the effective time(s) of the NOTAM condition. Times shall be formatted in accordance with para 4-2-1, NOTAM Composition.

c. Disseminate the following conditions as NOTAM D pertaining to the operation of communications outlets that are part of the NAS when an outage occurs or when a scheduled shutdown is expected to be more than 1 hour.

1. Commissioning, decommissioning, outage, or unavailability of communications outlets for the following:

#### EXAMPLE-

*/RDU RDU ATIS OTS*

*/GSO GSO ATIS 128.55 CMSND*

(a) All published ATC frequencies and all communication frequencies will be issued with the affected frequency when out of service.

#### EXAMPLE-

*/INW INW RCO 122.6 OTS*

#### NOTE-

*Winslow's other frequency 255.4 still operating. If both were out of service, you would just put "INW RCO OTS."*

#### EXAMPLE-

*/DCA PSK CD OTS*

*/ENA ENA LAA OTS*

(b) If several frequencies are out, but one is still operating, issue the out-of-service frequencies in one NOTAM.

#### EXAMPLE-

*/DCA PSK RCO OTS*

*/IPT IPT VOR VOICE OTS*

*/DCA OKV RTR OTS*

*/FAI FAI FISH RCO OTS*

*/GCK GCK RCAG OTS WEF 0011020500*

#### NOTE-

*If the NAVAID is out of service or unmonitored, the VOICE is automatically out of service.*

### 2. EFAS/HIWAS:

(a) Outage of communications outlets shall be advertised as a separate NOTAM for each outlet.

#### EXAMPLE-

*/CRW CRW EFAS OUTLET 122.0 OTS*

*/BGR BGR EFAS OUTLET 133.925 OTS*

*/LYH LYH HIWAS OUTLET OTS*

(b) Commissioning or nonavailability of a new outlet.

#### EXAMPLE-

*/CRW CRW EFAS (or HIWAS) UNAVBL*

*/LYH LYH EFAS (or HIWAS) (freq) CMSND*

*/CRW CRW EFAS OUTLET 133.925 CMSND*

#### NOTE-

*Individual outlet NOTAM's shall be issued by the FSS facility that has NOTAM responsibility for the outlet after notification by the FWCS or the HIWAS broadcast facility.*

## Section 5. SERVICES NOTAM'S

### 5-5-1. GENERAL

Originate NOTAM's concerning services for which your facility has reporting responsibility. VFR Traffic Advisory Service and CENRAP are not NOTAM D and shall be carried as aeronautical information.

### 5-5-2. NOTAM (D) SERVICES

a. The flight service specialist is responsible for formatting the information correctly.

#### NOTE-

The examples used in this order are representative of the format discussed in this paragraph.

b. Services NOTAM D's shall contain these elements as discussed below:

ADP CODE	ACC LOC	AFF LOC	COND	TIME
ADP CODE is an exclamation point "!".				
ACC LOC is the identifier of the accountability location.				
AFF LOC is the identifier of the affected facility or location.				
COND is the condition being reported. For services NOTAM's, this should begin with the type of service affected.				
TIME identifies the effective time(s) of the NOTAM condition. Times shall be formatted in accordance with para 4-2-1, NOTAM Composition.				

c. Commissioning, decommissioning, or outage of TWR's, APP's, RAPCON's, AFSS's, FSS's, and ARTCC's that are part of the NAS.

### 5-5-3. HOURS OF OPERATION

Disseminate the following conditions as NOTAM:

a. Change in the hours of operation an air traffic control facility or a service; e.g., EFAS, due to other than seasonal daylight time changes.

#### EXAMPLE-

/SBY SBY FSS CLSD WEF 0006060200-0006061200

/ROA ROA TWR CLSD TIL 0005061330

/SHD SHD TWR 1215-0300 MON-FRI/1430-2300  
SAT/1600-0100/SUN TIL 0006170100

/GNV 31J TWR CLSD 0300-1215 MON-FRI/2300-1430  
SAT/0100-1600/SUN TIL 0006301600

b. Establishment of a temporary air traffic control tower. Specify the frequency(ies) to be used and, if necessary, how the frequency(ies) are to be used.

#### EXAMPLE-

/PBF PBF TEMPO TWR 121.0 1400-2100 DLY

#### NOTE-

A temporary tower is available between 1400 and 2100 daily, and frequency 121.0 will be used to control aircraft on all movement areas and traffic patterns.

#### EXAMPLE-

/PBF PBF TEMPO TWR LC 121.0 1400-2100 DLY

#### NOTE-

A temporary tower is available between 1400 and 2100 daily, and frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s) only. Taxiing will be at pilot's discretion.

#### EXAMPLE-

/PBF PBF TEMPO TWR LC 121.0 GC 121.7  
1400-2100 DLY

#### NOTE-

A temporary tower is available between 1400 and 2100 daily; frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s), and 121.7 will be used for controlling taxiing aircraft.

#### EXAMPLE-

/PBF PBF TEMPO TWR LC/CD 121.0 1400-2100  
DLY

#### NOTE-

A temporary tower is available between 1400 and 2100 daily, and frequency 121.0 will be used to control arriving and departing aircraft from the designated runway(s) and for issuing IFR clearances.

c. Total failure of an air traffic facility (i.e., loss of communications, NAVAID monitoring, etc.).

#### 1. ARTCC's.

#### EXAMPLE-

/DCA ZDC.. WASHINGTON ARTCC OTS

#### 2. Approach control.

#### EXAMPLE-

/DCA ZDC NC.. GREENSBORO APPROACH  
CONTROL OTS

/MCN ZTL NC.. GREENSBORO APPROACH CONTROL  
OTS



**NOTE-**

*If an approach control airspace is totally within one ARTCC's airspace and state, only one NOTAM has to be issued. However, if the airspace covers two or more states and/or one or more ARTCC, a NOTAM has to be issued for each state and/or ARTCC.*

**3. Flight service stations.**

**EXAMPLE-**

*/MIA ZMA FL.. ST. PETERSBURG AFSS OTS*

*/GNV ZJX FL.. ST. PETERSBURG AFSS OTS*

**NOTE-**

*If a flight service station's flight plan area is totally within one ARTCC's airspace and one state, only one NOTAM has to be issued. However, if the flight plan area covers two or more states and one or more ARTCC's, a NOTAM has to be issued for each state and/or ARTCC.*

**4. Air traffic control towers.**

**EXAMPLE-**

*/GSO GSO TWR OTS*

*/JAX JAX TWR OTS*

**d. Traffic delays due to Presidential and other parties' aircraft operations:**

**1. Traffic delays required by the arrival and the departure of Presidential aircraft.**

**2. Transmit the NOTAM at least 8 hours in advance. The time period the NOTAM will be in effect will normally be 15 minutes before to 15 minutes after the arrival and the departure times. Avoid any reference to Presidential activities.**

**EXAMPLE-**

*/LIT LIT ATC DLA WEF 0004131800-0004131830*

*/LIT LIT ATC DLA WEF 0004132100-0004132130*

**NOTE-**

*Presidential aircraft includes the aircraft and the entourage of the President, the Vice President, or other public figures designated by the White House.*

**REFERENCE-**

*FAAO 7210.3, paras 5-1-1, 5-1-2, 5-1-3, 5-1-4, 5-1-5, 5-1-6 and FAO 2100.6.*

**e. Traffic Management Program Alerts (TMPA)**

**1. When requested by the associated arrival ARTCC TMU, issue an alerting NOTAM for each airport where an arrival/departure reservation is required. NOTAM's should be in the self-canceling format whenever possible.**

**EXAMPLE-**

*/ORL ORL TMPA SEE NTAP RSVN RQRD WEF  
0006211400-0006270200*

*/LAL LAL TMPA SEE TM MSG RSVN RQRD  
1300-0159 DLY*

**NOTE-**

*Details of each traffic management program are published in section 2 of the NTAP or included in a special traffic management program advisory message.*

**2. When a flow control message (arrival delays (e.g., ground stops, ground delays, airborne holding, etc.)) is received from ATCSCC, the tie-in AFSS/FSS for the affected airport(s) shall issue a NOTAM(s) in the self-cancelling format.**

**EXAMPLE-**

*/JFK JFK TMPA SEE ATCCC MSG WEF  
0005231900-0005232300*

*/JFK JFK TMPA SEE ATCCC MSG TIL 0005232300*

## **5-5-4. FUEL UNAVAILABILITY**

**Issue a NOTAM if any type of fuel, as published, is temporarily unavailable.**

**EXAMPLE-**

*/CXO 11/005 5R5 100LL FUEL UNAVBL WEF  
0011011200-0011041800*